

# Vacancy Announcement



American Embassy, Ankara

**SUBJECT:** **Vacancy Announcement**    **NUMBER:** **VA-2015/15**    **DATE:** **March 16, 2015**

**OPEN TO:** Current Employees under Chief of Mission Authority; US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) under Chief of Mission Authority – All Agencies under Chief of Mission Authority

**POSITION:** Program Specialist, FSN-10 or appropriate training level

**OPENING DATE FOR APPLICATIONS:** Opening of business March 16, 2015

**CLOSING DATE FOR APPLICATIONS:** Close of business March 30, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR) Training Level: TL 72,017 - Full Performance Level: TL 100,212 p.a. **(The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances)**

The U.S. Embassy in Ankara is seeking an individual for the position of Program Specialist in the U.S. Department of Homeland Security (DHS) Office of the Embassy.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTION OF POSITION:**

Position provides lead expertise, strategy and program support to DHS Attaché Office and Mission via a wide variety of general advisory and coordination responsibilities, to include tracking and reporting on national security threats emanating from the region, developing/maintaining formal relationships with various Turkish ministry and counterpart offices; pursuing and supporting specific case information-sharing with counterpart agencies;

performing in-depth research and continued evaluation of official Turkish law enforcement (LE) and border enforcement landscape, laws, roles and practices; providing expert analysis and recommendation to DHS Attaché and Post executive management on strategies to achieve Department and Mission goals; preparing issue and opinion papers for senior-level review and consideration; providing direct communication with Turkish senior-level and operational interlocutors in the Turkish language; coordinating official meetings and travel; serving as DHS subject matter expert to Mission operational and support personnel; and overseeing administrative Program Assistant position within the DHS Attaché Office. Incumbent will be responsible for expert knowledge of U.S. immigration and international trade laws, as well as DHS and Customs and Border Protection (CBP) international regulations, policies and practices, and for representing that knowledge to U.S. and Turkish official, private and public entities. Incumbent will perform collection, analysis and strategy proposal on information related to DHS in-country activities and pursuits, the identification and establishment of office priorities and strategies in-line with those pursuits, and of operational office workflow and procedures. Incumbent will manage formal written/oral/personal communication with Turkish ministry, counterpart agency and Department of State program personnel for purpose of focusing engagement priorities, arranging meetings, passing/receiving information and coordinating travel/training/events.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (0090) (312) 457-7503.

### **QUALIFICATIONS REQUIRED**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

**A.** Following are the minimum qualifications for the **FSN-10 FULL PERFORMANCE** level:

1. Education: University degree or host country equivalent in Criminal Justice or International Law and completion of Master's degree or host country equivalent in Criminal Justice or International Law is required.
2. Work Experience: Minimum FIVE YEARS experience in criminal justice, international law enforcement or border security with one year of experience with DHS or DHS component agency under Chief of Mission authority is required.
3. Language: Level IV (Fluent) Speaking/Reading/Writing in English and Turkish is required. Language proficiency will be tested.
4. Other Criteria and Skills: The incumbent must have comprehensive understanding of U.S. homeland security policy, components and practice; specific knowledge of international engagements by DHS and its principle overseas operating agencies, including CBP, Immigration and Customs Enforcement (ICE), Transportation Security Administration (TSA), Citizenship and Immigration Services (CIS) and U.S. Coast Guard (USCG); additional specific knowledge of Government of Turkey (GOT) border enforcement, migration and international trade policy components and practice; personal analytical skills to comprehend broad international LE and border enforcement operational concepts, history and responsibilities and distill for communication to senior-level DHS and CBP management;

knowledge, experience and skill in use of computer software systems to include Word, Excel, Outlook, PowerPoint; knowledge and experience in Mission operating concepts, principles and practices at Post; ability to perform formal written/oral/personal communication with Turkish ministry/counterpart officials and various Mission personnel; ability to interpret/translate from English to Turkish and vice versa; good understanding of technical language related to law enforcement, aviation security, border enforcement, airport operations and electronic information sharing. The incumbent must be available, if needed, to work evenings, weekends, early mornings as well as U.S. and Turkish holidays and must be available for official travel of up to 3-4 weeks per year.

5. A valid driver's license of which a copy must be attached to the application form.

**B. Following are the **MINIMUM** qualifications for the **FSN-9 TRAINEE** level:**

1. Education: University degree or host country equivalent in Criminal Justice or International Law and completion of Master's degree or host country equivalent in Criminal Justice or International Law is required.
2. Work Experience: Minimum FOUR YEARS experience in criminal justice, international law enforcement or border security with six months of experience with DHS or DHS component agency under Chief of Mission authority is required.
3. Language: Level IV (Fluent) Speaking/Reading/Writing in English and Turkish is required. Language proficiency will be tested.
4. Other Skills: The incumbent must have comprehensive understanding of U.S. homeland security policy, components and practice; specific knowledge of international engagements by DHS and its principle overseas operating agencies, including CBP, ICE, TSA, CIS and USCG; additional specific knowledge of GOT border enforcement, migration and international trade policy components and practice; personal analytical skills to comprehend broad international LE and border enforcement operational concepts, history and responsibilities and distill for communication to senior-level DHS and CBP management; knowledge, experience and skill in use of computer software systems to include Word, Excel, Outlook, PowerPoint; knowledge and experience in Mission operating concepts, principles and practices at Post; ability to perform formal written/oral/personal communication with Turkish ministry/counterpart officials and various Mission personnel; ability to interpret/translate from English to Turkish and vice versa; good understanding of technical language related to law enforcement, aviation security, border enforcement, airport operations and electronic information sharing. The incumbent must be available, if needed, to work evenings, weekends, early mornings as well as U.S. and Turkish holidays and must be available for official travel of up to 3-4 weeks per year.
5. A valid driver's license of which a copy must be attached to the application form.

**C. Following are the **MINIMUM** qualifications for the **FSN-8 TRAINEE** level:**

1. Education: University degree or host country equivalent in Criminal Justice or International Law and completion of

Master's degree or host country equivalent in Criminal Justice or International Law is required.

2. Work Experience: Minimum THREE YEARS experience in criminal justice, international law enforcement or border security is required.
3. Language: Level IV (Fluent) Speaking/Reading/Writing in English and Turkish is required. Language proficiency will be tested.
4. Other Skills: The incumbent must have comprehensive understanding of U.S. homeland security policy, components and practice; specific knowledge of GOT border enforcement, migration and international trade policy components and practice; personal analytical skills to comprehend broad international LE and border enforcement operational concepts, history and responsibilities and distill for communication to senior-level DHS and CBP management; knowledge, experience and skill in use of computer software systems to include Word, Excel, Outlook, PowerPoint; ability to perform formal written/oral/personal communication with Turkish ministry/counterpart officials and various Mission personnel; ability to interpret/translate from English to Turkish and vice versa; good understanding of technical language related to law enforcement, aviation security, border enforcement, airport operations and electronic information sharing. The incumbent must be available, if needed, to work evenings, weekends, early mornings as well as U.S. and Turkish holidays and must be available for official travel of up to 3-4 weeks per year.
5. A valid driver's license of which a copy must be attached to the application form.

#### **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address in their applications all of the above required qualifications.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating that is below 100 on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed not-ordinarily resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Military Service (for male applicants): Completion of compulsory military service is required.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member ([DS-174](#)) that can be downloaded from [http://turkey.usembassy.gov/job\\_opportunities.html](http://turkey.usembassy.gov/job_opportunities.html); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. copies of elementary school diploma, ID card, military discharge, residence permit, document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax, or, mail. If the application is sent via e-mail, applicants should receive a confirmation e-mail which states that the application is received by the Human Resources Office. Applicants should contact the Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.**

### **E-MAIL, FAX OR MAIL APPLICATION TO:**

Human Resources Office  
Attention: Recruitment Assistant  
American Embassy, Ankara, Turkey  
Telephone: (0090) (312) 457-7503  
Fax: (0090) (312) 457-7322  
E-mail: [hrankara@state.gov](mailto:hrankara@state.gov)

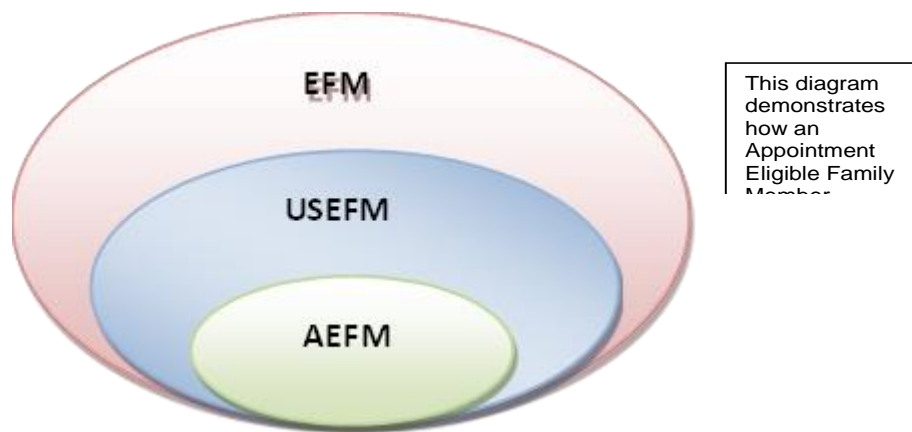
**Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.**

**CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON MARCH 30, 2015**

The U.S. Mission in Turkey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Appendix A  
DEFINITIONS**



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR):** An individual who:
- Is not a citizen of the host country; and,
  - Does not ordinarily reside in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills



R. Work Experience

S. References

This email is UNCLASSIFIED.